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### **Attachments:**

**Attachment A: MAGIC Self-Service Reference Guide**

**Attachment B: Specifications**

**Attachment C: Reverse Auction Bidders Guide**

**Attachment D: EEV Certification and Agreement**

**Attachment E: Certifications**

**Attachment F: MDOT Contract Terms and Conditions**

# NOTICE AND INSTRUCTIONS TO VENDORS

## 1.0 GENERAL

RFQF No. **3140002658**

The Mississippi Transportation Commission (MTC) intends to use the Reverse Auction process to award for an agency contract for the purchase of **24/25 – A- ADA PASSENGER ACCESSIBLE BUS** for the Public Transit Division of Mississippi Department of Transportation (MDOT). The contract period shall be **Commission Approval through May 31, 2022**. This Request for Quotes Formal (RFQF) is the first step in the Reverse Auction Process. The purpose of the RFQF is to solicit qualifications from interested parties meeting bid requirements and specifications, in order to determine the qualified vendors to participate in the Live Reverse Auction.

## 2.0 STATEMENT OF QUALIFICATION

### 2.1 SOQ SUBMITTAL DEADLINE

Statements of Qualifications (SOQs) in response to this RFQF will be accepted until **2:30 P.M. Monday, April 19, 2021**. An SOQ may be submitted in hard copy form at the William J. “Billy” McCoy Building, (Department of Transportation Building), Procurement Division, 5<sup>th</sup> Floor, 401 N. West, Jackson, Mississippi, 39201 or electronically into the MAGIC Procurement Portal as described herein.

### 2.2 REVERSE AUCTION NOTIFICATION

The Reverse Auction process will be restricted and limited to qualified vendors that meet the bid requirements and Specifications of the RFQF. MDOT will notify all vendors submitting an SOQ of whether they have been pre-qualified to bid or not. Successful RFQF respondents will receive an e-mail that they have pre-qualified to bid in the Live Reverse Auction. The email will contain the time and date of the Live Reverse Auction. Vendors not meeting the bid requirements and Specifications of the RFQF will not be allowed to participate in the Live Reverse Auction.

### 2.3 BASE LINE STARTING PRICE OF REVERSE AUCTION

SOQs submitted by qualified vendors will be evaluated in conjunction with other market research **to determine the base line starting price** for the Reverse Auction.

### 2.4 RESPONSE TO RFQF

When submitting the SOQ, the vendor must ensure all questions have been answered within the RFQF and all proposed items in the RFQF have a response.

### 2.5 ELECTRONIC SOQ SUBMITTAL

**SOQs are encouraged and are preferred to be submitted electronically through the State of Mississippi’s MAGIC system through one of the following websites:**

<https://portal.magic.ms.gov> (*Preferred*)

[https://www.ms.gov/dfa/contract bid search/Contract](https://www.ms.gov/dfa/contract%20bid%20search/Contract).

Please use either of the websites above to search for RFX Number RFX3140002658.

## **2.6 ELECTRONIC SOQ SUBMITTAL ASSISTANCE**

You must have the RFQF number listed in the advertisement. If you need assistance, please call the Mississippi Management and Reporting System (MMRS) help desk at 601-359-1343, select Option 2 for MAGIC functionality. Please allow a day or two for assistance with your issue.

## **2.7 VENDOR REGISTRATION IN MAGIC**

**Vendors must be registered in MAGIC when submitting an SOQ and to participate in the Live Reverse Auction.**

If the vendor is not registered as a vendor for the State of Mississippi, please go to the following website: <http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/> and click on Mississippi Suppliers (Vendors) on left side of the webpage. Arrow to bottom of page and select Supplier Self Service and click the link "MAGIC Supplier Self-Service Reference Guide" (**Attachment A**). This has information to help you register as a vendor for the State of Mississippi and **information pertaining to the electronic RFQF process.** Should you need assistance, please contact the MMRS help desk at 601-359-1343.

## **2.8 SURROGATE SOQ SUBMITTAL**

If the vendor is unable to submit an SOQ electronically through the MAGIC System, a sealed paper SOQ can be submitted by the vendor and entered manually by an MDOT representative on behalf of the vendor into the MAGIC System.

Sealed SOQs will be received by the MTC at its offices at the William J. "Billy" McCoy Building, (Department of Transportation Building), Procurement Division, 5<sup>th</sup> Floor, 401 N. West, Jackson, Mississippi, 39201 until **2:30 P.M. Monday, April 19, 2021.**

Vendors requesting the manual entry of an SOQ by an MDOT representative must complete Section 13.0 below, which indicates that the vendor allows MDOT to enter the sealed paper SOQ manually into the MAGIC System on behalf of the vendor.

## **3.0 RFQF SPECIFICATIONS**

### **3.1 SPECIFICATIONS for 24/25-A-ADA PASSENGER ACCESSIBLE BUS**

MISSISSIPPI DEPARTMENT OF TRANSPORTATION AGENCY CONTRACT FOR THE PUBLIC TRANSIT DIVISION- 24/25-A-ADA PASSENGER ACCESSIBLE BUS

24/25 – A- ADA -PASSENGER ACCESSIBLE BUS, SPECIFICATION NUMBER 971-BUS-24/25-A-ADA (**ATTACHMENT B**)

**\*Attachment B needs to be submitted with SOQ.\***

Bus, basic, minimum 24 Passenger Bus, meeting all Federal requirements for ADA Fixed Route, new and of current model equipped as advertised by the manufacturer, to meet or exceed the attached minimum specifications.

### **3.2 REQUIRED LITERATURE**

**\*\* Appropriate and detailed literature must be supplied with the vendor's SOQ to substantiate compliance with the specifications of the 24/25-A-ADA Passenger Accessible Bus. \*\***

**The SOQ may be rejected if literature is not provided.**

## **4.0 LIVE REVERSE AUCTION**

### **4.1 LIVE REVERSE AUCTION INTRODUCTION**

The items in Section 4.0 apply for vendors who are prequalified to participate in the Live Reverse Auction. The Live Reverse Auction process will be restricted and limited to qualified vendors that meet the bid requirements and Specifications of the RFQF.

### **4.2 LIVE REVERSE AUCTION TECHNICAL REQUIREMENTS**

The technical requirements for participating in the Live Reverse Auctions are:

#### **Acceptable Internet Browser(s)**

- Microsoft Internet Explorer (IE) version 11
- Google Chrome with a Chrome extension called “IE Tab Extension” installed/enabled

**\*Note: Pop-up blocker must be turned off\***

For information pertaining to the technical requirements for Live Reverse Auctions in the MAGIC System see **Attachment C**.

### **4.3 VENDOR PARTICIPATION IN THE LIVE REVERSE AUCTION**

If a vendor is unable to participate in a Live Reverse Auction through the MAGIC System, the vendor may request technical assistance from MDOT for the Live Reverse Auction. Technical assistance may include use of equipment for accessing the bidding system or an MDOT representative to enter the bid manually (surrogate bidding). The vendor must be physically present at the location of the Live Reverse Auction when seeking technical assistance from MDOT.

### **4.4 ERRONEOUS PRICE IN LIVE REVERSE AUCTION**

If a vendor is participating electronically in a Live Reverse Auction, the vendor can notify MDOT in the event of an erroneous price submittal via the chat message feature. Erroneous price submittals, where the mistake is apparent to MDOT, may be deleted during the live auction.

### **4.5 LIVE REVERSE AUCTION EXTENSION OF TIME**

The auction time may be extended at the discretion of MDOT. Examples of reasons to extend an auction include, but are not limited to, technical difficulties experienced by MDOT or vendor, the need to pause the Live Reverse Auction, or the level of bidding activity within the last few moments of the auction.

In addition, the closing of the reverse auction time may be changed with the agreement of MDOT and all vendors. Examples of reasons to change an auction include, but are not limited to, technical difficulties experienced by MDOT or vendor, the need to pause the Live Reverse Auction, or the level of bidding activity within the last few moments of the auction.

### **4.6 VENDOR COMMUNICATION DURING LIVE REVERSE AUCTION**

Communication with vendors participating electronically during the Live Reverse Auction may be done via the Live Chat Feature. MDOT has the ability to send messages to particular vendors or broadcast to all vendors. Vendors can ONLY communicate with MDOT, not other vendors.

## **4.7 VENDOR REMOVAL DURING LIVE REVERSE AUCTION**

Vendors may be removed from a Live Reverse Auction for improper conduct, including, but not limited to, profanity, threats, consistently entering erroneous or frivolous bids, or other disruptive behavior.

## **5.0 PROTEST PROCEDURE**

### **5.1 PROTEST INFORMATION**

It is the intent of the Specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Notice and Instructions and proposal packet and to notify MDOT Procurement Division if the RFQF, the Specifications or Instructions are formulated in a manner which would unnecessarily restrict competition. Any question concerning the Specifications or RFQF/Reverse Auction procedures must be received in writing by the MDOT Procurement Division by **Monday, April 12, 2021 at 10:00 am**. Questions may be submitted to facsimile number 601-359-7302, or email at [reverseauctions@mdot.ms.gov](mailto:reverseauctions@mdot.ms.gov).

The MDOT Procurement Division will prepare a written response to all timely inquiries and forward a copy of same to all persons/companies that have been provided the RFQF by MDOT. Respondents shall rely only on this RFQF and any written communications from the MDOT Procurement Division in submitting proposals. MDOT shall not be bound by any oral communications; respondents who rely upon any oral communications regarding this RFQF do so at their own risk.

Protest of the award of this RFQF/Reverse Auction process shall be done in accordance with Chapter VI of the Procurement Manual of the Office of Purchasing, Travel and Fleet Management of the Mississippi Department of Finance and Administration.

## **6.0 RFQF/SOQ PROPOSAL GENERAL INFORMATION**

### **6.1 SEALED PAPER SOQ SUBMITTAL**

Sealed paper SOQs must be submitted on forms furnished by MDOT or they will not be considered. Letters will NOT be considered a part of your SOQ and any alteration of the RFQF forms in any manner (INCLUDING THE RFQF REQUIREMENTS AND SPECIFICATIONS) shall be considered non-conforming and the SOQ shall be rejected. Attachments A and C do not need to be submitted with the sealed paper SOQ.

Facsimile transmissions or email submittal of the SOQ will not be accepted.

Conditional or qualified SOQs will not be considered.

### **6.2 SEALED PAPER ALTERNATE SOQ**

If you are submitting an **ALTERNATE SOQ** as a sealed paper SOQ, YOU MUST MAKE COPIES OF THE ORIGINAL FORMS AND SUBMIT AS A SEPARATE SOQ.

## 7.0 MDOT DISCRIMINATION POLICY

### 7.1 DISCRIMINATION POLICY

The vendor understands that MDOT is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration and the vendor agrees during the term of the agreement that the vendor will strictly adhere to this policy in its employment practices and provision of services.

### 7.2 IMMIGRANT STATUS CERTIFICATION

The vendor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq. of the Mississippi Code Annotated (Supplement 2008), and will register and participate in the status verification system for all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Vendor agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. Vendor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Vendor understands and agrees that any breach of these warranties may subject vendor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to vendor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, vendor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit. The vendor is required to provide to the Mississippi Department of Transportation (“MDOT”) a Certification and Agreement (**Attachment D**) prior to the execution of the contract. The vendor is solely responsible for compliance with the requirements of the Mississippi Employment Protection Act.

It is agreed by the parties that no person employed by the vendor pursuant to the provisions hereof will be considered an agent or employee of the State of Mississippi or the Mississippi Department of Transportation.

It is further agreed by the parties that no provision of this agreement is intended nor shall it be construed to give rise to a third party beneficiary claim on the person or entity not a party hereto.

### 7.3 E-VERIFY

E-Verify<sup>TM</sup> is a free Internet-based system operated by the U.S. Department of Homeland Security’s U.S. Citizenship and Immigration Services [USCIS], in partnership with the Social Security Administration.

Information concerning E-Verify<sup>TM</sup> may be obtained by accessing the USCIS website at [www.uscis.gov/E-Verify](http://www.uscis.gov/E-Verify). First, select “Services and Benefits,” then “Employer Information,” next click the link “Services Available to Employers in the United States,” and finally “Use E-Verify?” to download Publication M-655 (09/07). You will need Adobe Acrobat Reader to view and print this publication. Further information and assistance are also available for employers from USCIS toll-free at (888) 464-4218. Employers, contractors, subcontractors, and vendors can register online for E-Verify<sup>TM</sup> at <https://e-verify.uscis.gov/enroll/>, which provides instructions for completing the secure registration process. These instructions are intended for informational purposes only. Vendor is solely responsible for compliance with the requirements of the Mississippi Employment Protection Act.



## **8.0 INVOICING**

### **8.1 E-INVOICE AND E-PAYMENT PAYMODE**

The State of Mississippi requires that all vendors submit invoices electronically throughout the term of this agreement and/or contract. Vendor invoices shall be submitted to the State of Mississippi using the processes and procedures identified by the State of Mississippi, which are known and/or available to the vendor. Procedures for new vendors may be found in the MAAPP Manual in the Vendor File Maintenance sections 11.20.10, 17.20.05 and 17.10.10, and in the related section on requirements for requesting an exemption from electronic payment found in section 17.10.20. Vendor understands that vendor must be enrolled in PayMode e-payment module prior to being enrolled for e-invoicing, and agrees to same, unless vendor has applied for and been granted, an exemption. Vendor may request assistance enrolling by contacting <http://www.dfa.ms.gov/dfa-offices/mmrs/> or by calling the MMRS Call Center at (601) 359-1343. The vendor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. These payments shall be deposited in the bank account of the vendor's choice. Vendor understands that the State of Mississippi is exempt from the payment of taxes.

### **8.2 AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the State of Mississippi to proceed under any Contract or Agreement is conditioned upon the availability of funds, the appropriation of funds by the Mississippi Legislature, and/or the receipt of state and/or federal funds, as provided by Section 27-104-25, of the Mississippi Code.

## **9.0 GENERAL VENDOR INSTRUCTIONS**

### **9.1 INSTRUCTIONS FOR VENDORS**

Detailed information may be obtained from the MDOT Procurement Division by calling (601) 359-7300.

The MTC reserves the right to reject any and all SOQs. The MTC further reserves the right in the Reverse Auction process to reject any or all bids and to accept all or only certain units of any bid.

Vendor, if selected to participate in the Live Reverse Auction, acknowledges and affirms that the item being bid will be the same in all respects as the item described and submitted in the vendor's SOQ.

It is understood that all SOQs are submitted on the basis of complying with the provisions, terms, and Specifications set out in the RFQF, PROVIDED THAT YOU CAN DO SO UNDER THE VARIOUS GOVERNMENT RULINGS AND DIRECTIVES NOT IN EFFECT OR WHICH MAY BE ISSUED DURING THE PERIOD OF CONTRACT. In the event you bid on furnishing any materials which are prohibited from being manufactured by a Government ruling or directive and are awarded such materials, you will not be required to make such shipment of said prohibited materials so long as Government directive is in effect. However, any change in Specifications or provisions of the quotation should be discussed with MDOT promptly upon your being advised of the Government ruling or directive necessitating a change.

With respect to the Manufacturer's Certification for Bus Testing Program, the bidder acknowledges that in accordance with federal statutes and the terms and conditions of this solicitation, misrepresentation of the testing status of any vehicle acquired as a result of this solicitation, could result in civil penalties and assessments as outlined in the U.S. Department of Transportation regulations "Program Fraud Civil Remedies, 49 Part 31." In addition, such willful misrepresentation shall result in the debarment of the bidder from participating in any further solicitations or vehicle purchases conducted by MDOT for a period of at least one year. If the manufacturer is asserting that the vehicle to be purchased and delivered has been "grandfathered," (i.e. used in mass transit service in the U.S. prior to October 1, 1988 and is currently being produced without a major change

in configuration or components), the manufacturer shall attach to its SOQ the name and address of previous recipients of such a vehicle, including a description of the vehicle's configuration and major components.

If the manufacturer asserts that the vehicle has been previously and successfully tested at the Altoona Testing facility, certification **must** be made that the vehicle being offered for sale and delivered through this solicitation is **identical** in this configuration and major components as the vehicle in the test report. If this certification cannot be made, the manufacturer **shall** attach to its SOQ a detailed written basis for a determination that additional testing of the vehicle that is being offered and purchased is not required.

The MTC reserves the right to waive minor technicalities when it is in the best interest of the State.

Unless otherwise specified, the successful bid shall be binding for a minimum of sixty (60) days after the date of the Live Reverse Auction. If a bid is withdrawn after the close of the Live Reverse Auction, vendor will be removed from the list of eligible bidders for a period of one (1) year.

Failure to respond on three contract advertisements will remove your name from the prospective bidders list.

Vendor must be duly qualified to do business and in good standing in the State of Mississippi and remain duly qualified and in good standing throughout the term of the contract and for as long thereafter as any obligations may remain outstanding under the contract.

To register or check your status with the State of Mississippi, visit  
<https://corp.sos.ms.gov/corp/portal/c/page/login/portal.aspx>

## **9.2 DISCLAIMER**

MDOT makes no claims, promises, or guarantees about the accuracy, completeness, and timeliness of the manual entry of the SOQ or the Technical Assistance provided during a Live Reverse Auction. MDOT provides manual entry of the SOQ and Technical Assistance as a service to vendors who do not have access to the electronic bidding through MAGIC. Each vendor will be required to be present and be required to verify the accuracy of each bid entered for the vendor by Technical Assistance. No warranty of any kind, implied, expressed, or statutory, including, but not limited to, the warranties of non-infringement of third party rights, is given with respect to the content of the MAGIC website or the electronic bidding section of the MAGIC website. In no event shall the State of Mississippi, its agencies and/or its employees be liable for any damages related to the access and use of the MAGIC website – regardless of the cause and/or the theory of liability pursued.

## **9.3 OFFICE CLOSURE**

If the location of the sealed SOQ submittal or the Live Reverse Auction is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters, (the "Force Majeure Events"), vendors will be notified of the new SOQ submittal deadline or qualified vendors will be notified of the new Live Reverse Auction date and time, as is appropriate. MTC and/or MDOT shall not be held responsible for the rescheduling of any deadlines or Live Reverse Auction.

## **10.0 VENDOR AWARD INSTRUCTIONS**

### **10.1 AWARD CRITERIA**

Only vendors meeting the MDOT Specifications and RFQF requirements will be allowed to participate in the Live Reverse Auction. Please refer to section **2.2 on page 1** for information on the qualification process of the Live Reverse Auction.

Award will be based on the lowest total bid with options during the live reverse auction.

No award will automatically result from a Live Reverse Auction, and MTC will review the results of the Live Reverse Auction and make a determination of award, if any, in a timely manner.

### **10.2 AWARDED VENDOR INSTRUCTIONS**

If award is made by the MTC, a contract will be forwarded to the successful bidder. Upon receipt of the properly executed contract by MDOT, a Purchase Order will be issued. Any action by the bidder, prior to the receipt of the Purchase Order will be at the bidder's **"OWN RISK"** and the Mississippi Department of Transportation will not be held liable for such action.

### **10.3 AGENCY CONTRACT TERM**

The contract begins on **Commission Approval through May 31, 2022**. If an agency contract is awarded and executed in connection with this proposal, the MTC reserves the right to extend the agency contract for this proposal for up to **forty-eight (48) months**, twelve (12) months at one time, upon written acceptance of both parties. Under no circumstances shall the total contract term, inclusive of extensions, **exceed sixty (60) months**.

### **10.4 CANCELLATION OF AGENCY CONTRACT**

Any contract or item award may be canceled with or without cause by the MTC upon 30 days written notice of intent to cancel. Cause for the MTC to cancel may include, but is not limited to: cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or, failure to perform to contract conditions. The vendor will be required to honor all purchase orders prepared and dated prior to the date of expiration or cancellation if received by the vendor within a period of 30 days following the date of expiration or cancellation. Cancellation by the MTC does not relieve the vendor of any liability arising out of a default or nonperformance. If a contract is canceled by the MTC due to the request for increase in prices or failure to perform, vendor may be removed from the bidders list for a period of twelve (12) months. Protests of said removal from the bidders list shall be in accordance with Chapter VI of the Procurement Manual of the Office of Purchasing and Travel of the Mississippi Department of Finance and Administration.

## **11.0 CERTIFICATIONS**

**CERTIFICATION:** The vendor shall provide with the SOQ a Certificate and/or Certification that it is in compliance with the most current version of **ALL** of the following:

### **See Attachment E- (Submit with SOQ)**

- (1)** Federal Transit Administration requirements and regulations concerning rolling stock minimum service life requirements and all other FTA requirements concerning rolling stock acquisition
- (2)** All Certificates and Certifications as required by the Federal Transit Act, as amended, including, but not limited to, compliance with FTA Circular C 4220.1F or its most current version
- (3)** Fixing America's Surface Transportation Act (FAST)
- (4)** Environmental Regulation, including, but not limited to, compliance with the Clean Air and Clean Water Acts and EPA regulations
- (5)** Certification Regarding Restrictions on Lobbying
- (6)** Section 504 of the Rehabilitation Act of 1973 and ADA Requirements and U.S. DOT Regulations issued thereunder
- (7)** Energy Policy and Conservation Act
- (8)** Certification Regarding Suspension and Debarment
- (9)** FTA regulations on substance abuse
- (10)** Certification for Buy America
- (11)** Disadvantaged Business Enterprise (DBE)
- (12)** Federal Motor Vehicle Act
- (13)** Certification of compliance with or exclusion from Federal Transit Administration Bus Testing regulations
- (14)** Regulations of the US Department of Transportation concerning non-discrimination in federal assisted programs (Title 49, CFR, Parts 21-23 and 25-28 as amended) and Title VI of the Civil Rights Act of 1964, as amended
- (15)** Pre-award and Post Delivery Audits of Rolling Stock purchases: Final Rule (49 CFR, Part 663)
- (16)** All FTA regulations
- (17)** All applicable labor standards and provisions

## 12.0 ADDITIONAL CERTIFICATIONS

Furthermore, the vendor **shall** agree and acknowledge that:

- (1) Federal Government is not a party to any contract subsequent to this RFQF
- (2) Program Fraud Civil Remedies Act of 1986, as amended, and U.S. DOT regulations regarding same are applicable

Furthermore, the vendor **shall** supply with the SOQ:

- (1) Vehicle reference and/or user list: The vendor will supply a list of not less than three (3) Transit Operators that have been using the same vehicle as the one being bid on this proposal in **regular Transit Services** for a minimum of 3 years. The list must include name, address, telephone number, and personal contact for verification of satisfactory performance.
- (2) Literature requirements are to include two (2) wiring schematics. Printed literature shall match items in the Specifications that are being quoted; if the printed literature disagrees with the specification, a certification from the manufacturer explaining the difference must also be attached to the printed literature.

### 13.0 RFQF SUBMITTAL INSTRUCTIONS FOR A SEALED PAPER SOQ

**The instructions in Section 13.0 are for the submittal of the SOO to be entered manually by an MDOT representative. The vendor has chosen not to submit the SOO electronically into the MAGIC System.**

Please refer to section **2.8 on page 2** of the RFQF packet for further information on the manual entry of the SOQ by an MDOT Representative on behalf of the vendor in the MAGIC System.

**SOOs must be submitted in sealed envelope(s).**

**\*\* RFOF IDENTIFICATION INFORMATION ON THE OUTSIDE OF THE ENVELOPE  
MUST BE AS SHOWN BELOW. \*\***

#### **STREET DELIVERY:**

RFQF NO. 3140002658  
PROCUREMENT DIVISION (5<sup>TH</sup> FLOOR)  
WILLIAM J. "BILLY" MCCOY BUILDING  
MS DEPT. OF TRANSPORTATION  
401 NORTH WEST STREET  
JACKSON MS 39201

Sign your SOQ and return it, as shown above.

#### **DEPENDING ON APPLICABILITY INITIAL ITEMS 1, 2, or 3 BELOW:**

- \_\_\_\_\_ 1. I/We certify that we have read and understand the "NOTICE AND INSTRUCTIONS" which is a part of this RFQF.
- \_\_\_\_\_ 2. I/We certify that we request MDOT to enter my sealed written SOQ on my behalf into the MAGIC System.
- \_\_\_\_\_ 3. I/We certify that we are requesting technical assistance from MDOT during the Live Reverse Auction and understand the technical assistance by MDOT will be located at the William J. "Billy" McCoy Building (Mississippi Department of Transportation Building), 401 N. West Street, 5<sup>th</sup> Floor, Procurement Division, Jackson, MS 39201, or other designated location.

**13.0 RFQF SUBMITTAL INSTRUCTIONS FOR A SEALED PAPER SOQ-  
CONTINUED**

COMPANY: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Print or type)

ADDRESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

The **"NOTICE AND INSTRUCTIONS"** is a part of your SOQ, sign and return with your SOQ.

MELINDA L. MCGRATH, P.E.  
EXECUTIVE DIRECTOR  
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

The instructions in Section 14.0 are for the electronic submittal of the SOQs by the vendor in the MAGIC System.

Please refer to sections **2.5 on page 1** of the “NOTICE AND INSTRUCTIONS” for further information on the electronic submittal of the bid in the MAGIC System.

The "NOTICE AND INSTRUCTIONS" is a part of your SOQ, and by submitting an electronic SOQ, the vendor acknowledges and certifies that it has read and understands the "NOTICE AND INSTRUCTIONS" which is a part of this RFQF.

MELINDA L. MCGRATH, P.E.  
EXECUTIVE DIRECTOR  
MISSISSIPPI DEPARTMENT OF TRANSPORTATION



Mississippi Transportation Commission  
Mississippi Department of Transportation Building  
Jackson, MS. 39201

**PROPOSAL FOR FURNISHING**  
**24/25 - A -ADA- PASSENGER ACCESSIBLE BUS**  
**RFX NO. 3140002658**

Pursuant to your advertisement for proposals to be received until **Monday, April 19, 2021**, I/We \_\_\_\_\_, residing at \_\_\_\_\_, do submit our bid for furnishing the following in accordance with the "Standard Specifications for Road and Bridge Construction" adopted 2017, and any amendment made thereto, your "SPECIFICATIONS" and the "NOTICE AND INSTRUCTIONS". This proposal is made without collusion on the part of any person, firm or corporation.

Our prices quoted in **U.S. DOLLARS ONLY** for furnishing such, FOB Mississippi Department of Transportation, Jackson, MS, shown and in the amount on the following page.

**All items must be NEW and of CURRENT make and model.**

**All optional equipment shall be considered a part of the Specifications and shall be compliant.**

**The minimum number of buses to be purchased from this contract is zero (0) and the maximum number to be purchased is one hundred (100)**

**DELIVERED @ AS PER CONTRACT**

**24/25 - A PASSENGER ACCESSIBLE BUS ADA, SPECIFICATION NUMBER  
971-BUS-24/25-A-ADA (ATTACHMENT B)**

**Base Price 24/25 A ADA \$ \_\_\_\_\_**

**Options**

**Driver Barrier \$ \_\_\_\_\_**

**Passenger Partition \$ \_\_\_\_\_**

**Hand Sanitizer Station \$ \_\_\_\_\_**

**Fae Box \$ \_\_\_\_\_**

**Total Bid with Options \$ \_\_\_\_\_**

**Make: \_\_\_\_\_ Model: \_\_\_\_\_**

**Deliver: \_\_\_\_\_ Day ARO**

\*Award will be based on the lowest total bid with options during the live reverse auction.\*

**\*The quotations will be used to help determine the starting price for the reverse auction. The results from the Reverse Auction will award the contract.\***

COMPANY: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Print or type)

ADDRESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**FINAL ACCEPTABLE DELIVERY, AS PER CONTRACT.**

**16.0 COOPERATIVE PURCHASE**

**FINAL ACCEPTABLE DELIVERY, AS PER CONTRACT.**

**TO: BUS VENDORS**

**FROM: PROCUREMENT DIVISION, MDOT**

**DATE: APRIL 2021**

**POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS (DESCRIBED BELOW), MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION. THE BIDDER MAY, AT ITS OPTION, PERMIT POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS TO PURCHASE FROM ANY CONTRACTS AWARDED AGAINST THIS SOLICITATION. PLEASE CHECK ALL THAT APPLY:**

**\_\_\_\_\_ YES/NO VENDOR SHALL PERMIT ANY CONTRACT AWARDED TO APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.**

**\_\_\_\_\_ YES/NO VENDOR SHALL PERMIT ANY CONTRACT AWARDED TO APPLY TO AGENCIES OF THE UNITED STATES GOVERNMENT.**

**\_\_\_\_\_ YES/NO VENDOR SHALL PERMIT ANY CONTRACT AWARDED TO APPLY TO OTHER BUYING ORGANIZATIONS (OTHER THAN THE UNITED STATES GOVERNMENT), NOT LOCATED IN THIS STATE WHICH, IF LOCATED IN THIS STATE, WOULD QUALIFY AS A PUBLIC PROCUREMENT UNIT.**

**\_\_\_\_\_ YES/NO SECTION 9 FTA RECIPIENTS MAY PURCHASE BUSES ONCE A CONTRACT HAS BEEN AWARDED.**

**COMPANY: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**ADDRESS: \_\_\_\_\_**

**SIGNED BY: \_\_\_\_\_**

**\_\_\_\_\_**

**TITLE: \_\_\_\_\_**

**PHONE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**17.0 MISSISSIPPI TRANSPORTATION COMMISSION  
CONTRACT TERMS AND CONDITIONS**

\_\_\_\_\_ I/We certify that we have read and understand the "**MISSISSIPPI TRANSPORTATION COMMISSION CONTRACT TERMS AND CONDITIONS**" (ATTACHMENT F) and if awarded the proposed bid the "**TERMS and CONDITIONS**" will be followed accordingly. I/we understand that the "NOTICE AND INSTRUCTIONS" and any attachments (including, but not limited to, the Specifications (Attachment B), as well as my/our responses to this solicitation will be fully incorporated by reference in the "TERMS and CONDITIONS" of any contract that may be executed as a result of this solicitation.

**ATTACHMENT F** does not need to be completed. The vendor shall acknowledge by initialing the blank in the paragraph above that the terms and conditions have read and understood. A contract will be sent to the vendor after the contract is awarded.

Please complete the following:

COMPANY: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Print or type)

ADDRESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## **18.0 INOVICING AND PAYMENT**

**Please complete the section below.**

**This section pertains to invoicing and payment. The vendor name and address below is what will appear on the invoice submitted by the vendor to MDOT for the agency contract for the 24/25-A-ADA Passenger Accessible Bus, if a contract is awarded to the vendor.**

**VENDOR**

**NAME:**

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**ADDRESS:**

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## 19.0 CHECKLIST INFORMATION

**Failure to submit all items that are checked (X) below may cause your bid to be considered irregular and be rejected:**

- (X) “NOTICE AND INSTRUCTIONS” – signed and enclosed (Section 13.0, Sealed SOQ Submittal)
- (X) Correct RFX number is used in address – (final portion of Section 13.0)
- (X) “Live Reverse Auction request for technical assistance” – initialed if needed (Section 13.0)
- (X) “PROPOSAL” – completed and enclosed (Section 15.0)
- (X) Cooperative Purchase (Section 16.0 if applicable)
- (X) Acknowledgement of MTC “CONTRACT TERMS AND CONDITIONS” – (Section 17.0)
- (X) Invoicing and Payment- (Section 18.0)
- (X) “SPECIFICATIONS” – completed and enclosed (Attachment B)
- (X) Detailed literature to prove compliance with “SPECIFICATIONS”
- (X) “EEV CERTIFICATION AND AGREEMENT” – Employment Eligibility Verification, signed and enclosed (Attachment D)
- (X) Attachment E- CERTIFICATIONS- Completed and Enclosed
- (X) Other: Certifications As Follows:

CHECK BLANK BELOW TO INDICATE THAT YOU HAVE INCLUDED A CERTIFICATE AND/OR CERTIFICATION OF COMPLIANCE WITH EACH OF THE FOLLOWING:

**See Attachment E**

YES/NO

- ☐ / ☐ (1) Federal Transit Administration requirements and regulations concerning rolling stock minimum service life requirements and all other FTA requirements concerning rolling stock acquisition
- ☐ / ☐ (2) All certificates and certifications
- ☐ / ☐ (3) Fixing America's Surface Transportation Act (FAST)
- ☐ / ☐ (4) Environmental Regulation
- ☐ / ☐ (5) Certification Regarding Restrictions on Lobbying
- ☐ / ☐ (6) Section 504 of the Rehabilitation Act of 1973
- ☐ / ☐ (7) Energy Policy and Conservation Act
- ☐ / ☐ (8) Certification Regarding Suspension and Debarment
- ☐ / ☐ (9) FTA Regulations on substance abuse
- ☐ / ☐ (10) Certification for Buy America
- ☐ / ☐ (11) Disadvantaged Business Enterprise (DBE)
- ☐ / ☐ (12) Federal Motor Vehicle Act
- ☐ / ☐ (13) Certification of compliance with or exclusion from Federal Transit Administration Bus Testing regulations
- ☐ / ☐ (14) Regulations of the US Department of Transportation
- ☐ / ☐ (15) Pre-award and Post Delivery Audit of Rolling Stock
- ☐ / ☐ (16) All FTA regulations
- ☐ / ☐ (17) All applicable labor standards and provisions

CHECK BLANK TO AGREE & ACKNOWLEDGE THE ITEMS BELOW:

YES/NO

\_\_\_/\_\_\_ (1) Federal government is not a party to any contract subsequent to this bid

\_\_\_/\_\_\_ (2) Program Fraud Civil Remedies Act of 1986, as amended, and U.S DOT regulations regarding same are applicable

CHECK BLANK THAT THE ITEMS BELOW ARE SUPPLIED WITH THE BID PACKAGE:

YES/NO

\_\_\_/\_\_\_ (1) Vehicle reference and/or user list

\_\_\_/\_\_\_ (2) Literature requirements